



**UNITED STATES DISTRICT COURT
WESTERN DISTRICT OF WASHINGTON**

SOCIAL SECURITY LAW CLERK (TEMPORARY, PART TIME)

ANNOUNCEMENT NUMBER 22-WAW-04
ANNOUNCEMENT DATE 10/18/2021
CLOSING DATE Open until filled

DUTIES AND RESPONSIBILITIES The U.S. District Court for the Western District of Washington is seeking qualified candidates for a part time (20 hours per week) temporary law clerk to work exclusively on Social Security appeals. This temporary, part time position is funded through February 4, 2022. The four-year limitation on federal term law clerks applies to this position. This position is located in Tacoma, Washington and will work directly with the Magistrate Judges and their staff under the direction of the Chief District Judge.

REPRESENTATIVE DUTIES The law clerk in this position will work for the court on Social Security appeals and will perform legal research, draft reports and recommendations, proposed orders, and orders in consent cases.

QUALIFICATIONS Candidates must be law school graduates from an accredited law school, must work well independently, must possess excellent research and writing skills, and must be experienced with Word, Westlaw or Lexis, and related software. Preference will be given to individuals with previous experience, particularly with Social Security cases.

SALARY JSP Grade 11 to 13, \$34.04 to \$48.52 per hour, depending on qualifications and experience

BENEFITS The U.S. District Court provides a competitive salary and dedication to work/life balance, including flexible schedules and telework opportunities. Due to the short tenure of this position, candidates are only eligible for annual and sick leave accrual and applicable paid holidays. Judiciary employees are not covered by the Office of Personnel Management's civil service classification system or regulations. For additional information on employment with the federal courts, please visit www.uscourts.gov

INFORMATION FOR APPLICANTS Qualified applicants should submit the following:

- A letter of interest addressing relevant work experience
- A current resume
- A writing sample of no more than ten pages

Submit all materials via e-mail (Word or Acrobat .pdf format) to:
seattle_personnel@wawd.uscourts.gov

Or send to:
Human Resources (#22-WAW-04)
U. S. District Court
700 Stewart Street, Suite 2218
Seattle, WA 98101

Only qualified applicants will be considered for this position. Applicants must be United States citizens or eligible to work in the United States. Employees of the United States District Court are considered “at will” employees. Applicants selected for interviews must travel (for in-person interviews) or connect via Zoom (for remote interviews) at their own expense.

The United States District Court requires employees to follow a code of conduct which is available upon request. Reference checks with current and former employers will be conducted on top candidates. A background investigation with law enforcement agencies, including fingerprint and criminal record checks, will be conducted as a condition of employment. Any applicant selected for a position will be hired provisionally pending successful completion of the investigation. Unsatisfactory results may result in termination of employment.

The Federal Financial Management Reform Act requires direct deposit of federal wages.

The United States District Court for the Western District of Washington is an Equal Opportunity Employer. We encourage applications from all qualified individuals and seek a diverse pool of applicants in terms of race, ethnicity, national origin, sex, gender identity and expression, sexual orientation, age, languages spoken, veteran’s status, disability, religion, and socio-economic circumstance.

The Court provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation, please notify human resources. The decision on granting reasonable accommodations will be made on a case-by-case basis.

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date, any of which may occur without prior written or other notice. If a position becomes vacant in a similar classification, within a reasonable time from the original announcement, the court may select a candidate from the applicants who responded to the original announcement without posting the position. More than one position may be filled from this announcement.

The United States District Court is an equal opportunity employer and values diversity in the workplace.